

YOUTH CHALLENGE GRANT

I BACKGROUND

The *Youth Challenge Grant Program* is an innovative way in which the City of Gunnison funds new and creative approaches for the youth of Gunnison. The program is intended to promote positive youth activities, educational programs, or leadership opportunities for Gunnison Valley Youth. Each year the City of Gunnison will make known the amount of funds available for the Youth Challenge Grant Program, as well as make applications available. **All events or activities must be tobacco, alcohol and drug free.**

II WHO CAN APPLY

Gunnison Valley Youth under the age of 18
Youth focused organizations

III HOW TO APPLY

Applications may be obtained from the Gunnison Police Department at 201 W. Virginia Avenue or the Gunnison Park and Recreation Office at 124 E. Virginia Avenue. Applicants must have an adult to assist with the preparation of the application and overview of the proposed activity. The applicant must fully complete each portion of the application. If more space is needed, please make attachments. A proposed budget must be included with the application showing all costs associated with the event, and a breakdown of the costs, as well as other funding sources. Applications must be submitted twenty (20) days prior to the event, to the Parks and Recreation Department.

IV AWARDING PROCESS, CONTRACT AND ACCOUNTABILITY

Applications must be received twenty (20) days prior to event or program. Applications will then be reviewed by the Youth Challenge Grant Committee for merit of the program or event. At least ten (10) days prior to the event or program, the Youth Challenge Grant Committee will meet with the applicant(s) to discuss the program or event, its merit, and to determine whether to fund all, in part or none. If funds are awarded, the Committee will write the amount of the award on the application itself and forward it to the Gunnison Finance Department. If any funds are awarded, the recipient of the funds will be responsible for a complete accounting of the funds under the terms outlined on the Grant Award Form. In addition, the recipient is responsible for writing a final report that documents the success of the program, the number of persons affected, and any changes that would be implemented were the event to be held again. Final accounting and report are due within 30 days of the completion of the event. Funds not spent as required are to be reimbursed to the Youth Challenge Grant Program.

Decisions for funding events and programs will be based on the following criteria:

1. Reasonable expectation, can this event or program be completed as outlined in the application, and can this group or organization fulfill all requirements of the grant.

2. Creativity of the proposed program or event, is this a first time event or the continuation of an ongoing event or program. If a first time event, are the organizers capable of following through on the project.
3. Quality of life benefit to the Youth of the Gunnison Valley, is this event or program open to all youth or a select group. Greater value is placed on programs or events that will reach as many youth as possible.
4. Inclusiveness, is the event or program inclusive to as many youth as possible, or does the event or program exclude persons. Greater value is placed on events that are not exclusive in any way and serve as many youth as possible.

V ADMINISTRATIVE PROCESS

Youth Challenge Grant Funds will be allocated such that no one proposal may be granted more than 25% of the annual budgeted amount.

The Youth Challenge Grant Committee will be comprised of the City of Gunnison Recreation Coordinator, City of Gunnison Chief of Police, and the City of Gunnison Community Resource Officer.

Grant applications must be received twenty (20) days prior to the event or program.

Grant applicants must meet with the Grant Review Committee at least 10 days prior to the event.

Funding amount will be noted on Grant Award Form

Funds will be distributed three (3) days prior to the event to the person or entity named on application form.

Comprehensive final budget and program report are due back no more than thirty (30) days after event.

**Youth Challenge Grant
Application Instructions**

- This section is to assist you in completing the Youth Challenge Grant application, giving you the best possible opportunity in awarding success.
- Make sure all parts are completed.
- Applicant shall print legibly.
- Application shall be received twenty (20) days prior to activity. Applications may be returned to the Parks & Recreation Department. Only fully completed applications will be accepted.

Participant Information:

Applicant's Information. This individual shall be responsible for event reporting and accountable for all funds awarded.

- 1d. Are you representing a group or an organization; for example GHS-SLC, GMS-SLC, etc

If applicant is under the age of 18, an adult must assist in application procedures. This adult shall be responsible for event reporting and accountable for all funds awarded.

Project Information:

- 3. Information is used to help identify what type of activities Youth Challenge Grant monies are being used.
- 4. Description shall be brief. Describe the activity and the overall goal of the activity. If more room is necessary, attach additional pages.
- 5. Information is necessary in order to make sure funds are made available in a timely matter.
- 6. Information is used to help identify where activities are taking place.
- 7. Information is used to help identify ages/grades of those benefitting from Youth Challenge Grant monies.
- 8. Information is used to help identify the number of individuals benefitting from Youth Challenge Grant monies.
- 9. Name the other organizations and/or businesses that are helping you with this project. Assistance can be in the form of cash, donation, etc.

Project Funding:

10. Youth Challenge Grant funds requested. In addition, any type of matching funds from other groups listed in question 9.

If any other groups are involved with your activity, list them along with how they are assisting your efforts.

- 12. Name of individual or organization to whom the check for awarded funds be made payable.
- 13. Signature of applicant's

Preparing Proposed/Actual Budget:

- ◆ When preparing budget, applicant's shall be as accurate as possible for the proposed budget. Expense items that seem unusually high, the applicant may be asked to itemize proposed purchases.
- ◆ After your event, an actual budget must be submitted with your activity report. The actual budget shall be comprised of EXACT figures, and receipts wherever possible.

YOUTH CHALLENGE GRANT APPLICATION

Participant Information	
1a. Applicant's Name:	2a. Adult's Name:
1b. Applicant's Address:	2b. Adult's Address:
1c. Applicant's Phone:(w) (h)	2c. Adult's Phone:(w) (h)
1d. Organization	

Project Information

3. Which project/program best describes your activity:
- ☐ Cultural ☐ Recreation ☐ Sports ☐ Educational ☐ Other
4. Brief description of project/program:
5. When will the event take place: _____
6. Where will the event take place: _____
- ☐ Within City Limits ☐ Other: _____
7. Age(s)/Grade(s) your project/program will target:
- Age(s) _____
- Grade(s) _____
8. How many participants do you expect: _____
9. Other groups involved with project/program:
- A. _____
- B. _____
- C. _____

Project Funding - ***Include budget***

- | | |
|---|---|
| 10. Grant Request: \$ _____
Match (if any): \$ _____
Total <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">\$</div> | 11. Source of Matching Funds:
A. _____ \$ _____
B. _____ \$ _____ |
|---|---|
12. Who to make check payable to: _____
13. Applicant's Signature: _____ Date: _____

GRANT AWARD FORM

I agree that this event will be alcohol, drug and tobacco free. Failure to comply with this requirement the City of Gunnison may require that all funds that have been awarded be returned.

I agree that a written final report be given to Youth Challenge Grant Committee within 30 days after the project/program. This report shall include: success of program, number of persons affected, and any changes that would be implemented were the event to be held again.

I agree that a complete accounting of awarded funds will accompany final report. In addition, any remaining funds shall be returned to the Youth Challenge Grant Committee.

Signature of Applicant

Applicant's Adult Sponsor

Chief of Police

Approved Disapproved

Community Resource

Approved Disapproved

Recreation Coordinator

Approved Disapproved

Granted was awarded in the amount of \$ _____ on _____, 20____

office use only _____

City of Gunnison
Accounts Payable Voucher

CK# _____

Vendor# _____

Payable To			
Address			
City		State	Zip
Item Description	Date	Amount	Account Number
Grant Award		\$	01-0090-9625
Approval: Dept Date	Acct Review Date	Special Instructions:	
Initials:			